SELF SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT THE CLOSING STATEMENT

The Personal Representative of the Estate must complete the CLOSING STATEMENT to close the Estate. Follow these steps to do so:

STEP 1

Caption   Write your name, address, city, state, zip code, and telephone number. Next write the name of the person who died, and the court case number.

Paragraph 1   **Appointment as Personal Representative:** Write the date you were appointed to be the Personal Representative of the Estate.

Paragraph 2   **Notice to Creditors:** Write the date of the first publication to the Creditors.

Paragraph 3   **Administration of Estate:** List the names of any creditors or other claimants whose claims against the Estate are not barred or who were not paid.   If there were none, write in "none" in the space provided.

Paragraph 4   **Distribution of Assets:** This statement tells the court that you have distributed all of the assets of the Estate to the Persons entitled to distribution.

Paragraph 5   **Mailing the Closing Statement:** Make sure you mail a copy of the CLOSING STATEMENT to all of the people you distributed property of this Estate, to all people whose interests were affected by the administration of the Estate, **AND** to all creditors or claimants whose claims against the Estate are not barred or who were not paid.

Paragraph 6   **Accounting:** Make sure you have mailed or delivered a copy of the accounting to the people whose interests were affected by the administration of the Estate.

Paragraph 7   **Claims:** If you wrote "none" in **Paragraph 3**, fill in "none" in this space too. If you listed creditors or other claimants in **Paragraph 3**, specify the arrangement made to pay each creditor or claimant.

Signatures   You must sign the CLOSING STATEMENT in front of a Notary Public. The Notary Public must sign and date the CLOSING STATEMENT too. Remember to take a valid picture identification with you to the Notary.

STEP 2   See the Self-Service Center instruction form called **Procedures:** *How to Close the Estate.*